

# Narrative

## General Information

County Name: **Putnam**

Person Performing Ratio Study: **Janet Brown**

Sales Window (1/1/2020-12/31/2020):

If more than one year of sales were used, was a time adjustment applied? If no, please explain why not. If yes, please explain the method used to calculate the adjustment.

## Groupings

In the space below, please provide a list of township and/or major class groupings (if any). Additionally, please provide information detailing how the townships and/or major classes are similar in market.

We grouped Jackson and Russell Townships together as JacRus because of a lack of sales in Jackson. These Townships are very close together and are both farming communities. They share the same school district and similar economic influences.

We grouped Greencastle with Floyd in the ResVac using GreFlo since there were only two valid sales in Greencastle. They are similar in School Districts and economic influences. Most travel to Greencastle or commute to Indianapolis for employment.

For ComImp we combined Cloverdale, Franklin and Monroe with Greencastle. All School districts are very similar and most travel to Indianapolis, Greencastle or Cloverdale for employment. The Grouping is CloFraGreMon As there was only one IndImp which was from Greencastle we added to the ComImp group.

**\*\*Please note that groupings made for the sole purpose of combining due to a lack of sales with no similarities will not be accepted by the Department\*\***

## AV Increases/Decreases

If applicable, please list any townships within the major property classes that either increased or decreased by more than 10% in total AV from the previous year. Additionally, please provide a reason why this occurred.

Property Type	Townships Impacted	Explanation
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Commercial Improved		
Commercial Vacant	Russell -19.76	Class Code Change and Land Type Change
Industrial Improved		
Industrial Vacant		
Residential Improved	Cloverdale 15.68  Floyd 64.01  Monroe 139.59	Continuation of New Subdivision, New Dwellings, Removal of Obsolescence, Remodel of several Dwellings  Many new dwellings built in a lake community, Remodels before sale of properties  Many new Dwellings, Barns and remodel of dwellings. Several obsolescence from dwellings were removed
Residential Vacant	Monroe 130.00	Builders 98% discount removed

**Cyclical Reassessment**

Please explain in the space below which townships were reviewed as part of the current phase of the cyclical reassessment. **Clinton AG, Floyd All but Commercial, Franklin Parts of Res and AG, Greencastle Exempt and Commercial, Jefferson Res, Madison some Res and Utilities, Marion Commercial and Utilities, Monroe some AG, Washington some AG, Commercial and Exempt.**

Was the land order completed for the current cyclical reassessment phase? If not, please explain when the land order is planned to be completed. **Yes, our Land Order was completed and reviewed by the PTABOA**

**Comments**

In this space, please provide any additional information you would like to provide the Department in order to help facilitate the approval of the ratio study. Such items could be standard operating procedures for certain assessment practices (e.g. effective age changes), a timeline of changes made by the assessor’s office, or any other information deemed pertinent.

**We follow Standard Operating Procedures that we update on a day-to-day basis if needed. Our pictures are updated with new pictures and older ones are removed during Reval and also while looking at Sales and during Permit Visits. We use the form called Percentage of Completion to**

help with determining the effective age if needed. Our Data Collection team visits sales that fall out of an acceptable assessed value range to check for positive or negative changes since the last Reval. During this time, other homes in the area are driven by for neighborhood trending information. We check the Grade by using the pictures provided by the DLGF and by using a form called Grading Helper to make sure that the Grade is correct. We check the condition of the building by comparing it to the previous pictures taken during the last Reval. Then we use the Table 3-12 from the Real Property Assessment Guidelines to decide if the Condition is accurate or if it needs adjusting.